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U.S. Department of Justice
Washington, D.C. 20530

Accounting for Federal Asset Forfeiture Funds

A Guide for State and Local Law Enforcement Agencies

July 1991

READEX FICHE best copy available

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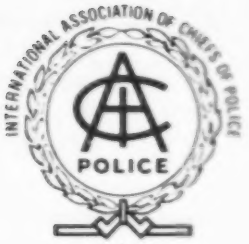
Accounting for Federal Asset Forfeiture Funds

A Guide for State and Local Law Enforcement Agencies



Developed By

The Executive Office for Asset Forfeiture
Office of the Deputy Attorney General
U.S. Department of Justice

and

International Association of Chiefs of Police

July 1991

Foreword

This Guide was developed jointly by the Executive Office for Asset Forfeiture, U.S. Department of Justice and the International Association of Chiefs of Police. The purpose of this pamphlet is to assist state and local law enforcement in creating and maintaining an accurate recordkeeping system for monies equitably shared through the Department of Justice's asset forfeiture program.

A simple, straightforward system is set forth in this Guide. It is based upon the accounting system presently utilized by the Arlington Police Department, Arlington, Virginia. It should be noted that each jurisdiction may have specific accounting requirements set forth by policy, regulation or statute. It is important for each agency to ensure that it complies with local requirements.

We would also like to acknowledge the invaluable assistance of the Baltimore County Police Department, Baltimore, Maryland; San Diego Police Department, San Diego, California; North Miami Beach, Florida, Police Department and Metro-Dade Police Department, Miami, Florida for giving IACP their input for this Guide.

Additional copies of this Guide are available from:

Executive Office for Asset Forfeiture
Office of the Deputy Attorney General
U.S. Department of Justice
10th and Constitution Avenue, N.W.
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Washington, DC 20530

International Association of Chiefs of Police
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Arlington, Virginia 22201

Table of Contents

I. Introduction 1

II. Use of Equitably Shared Cash and Tangible Property 1

III. Sample Bookkeeping Procedure 2

IV. Asset Forfeiture Accounting Procedures Arlington County Police Department, Arlington, Virginia 3

Attachment A (Dept. of Justice Form DAG-71) Application for Transfer of Federally Forfeited Property 4

Attachment B (DAG-71 Log) 7

Attachment C (Share-Letter) 8

Attachment D (U.S. Treasury Check) 10

Attachment E (Cash Input Receipt Form) 10

Attachment F (Transfer Memo) 11

Attachment G (Seized Asset Committee) 12

Attachment H (Financial Statement) 13

Attachment I (Flow Chart-Federal Asset Forfeiture Program) 19

Forfeiture Resource Materials 20

I. Introduction

Asset forfeiture is one of the most promising and powerful tools that law enforcement has in its war against crime. While the threat of imprisonment is a powerful deterrent to many types of criminal conduct, it is the "profit" in crime that sustains criminal enterprises. The Attorney General of the United States has made asset forfeiture one of the Department of Justice's highest law enforcement priorities.

The Department's forfeiture program has three goals. First, is *law enforcement*—to punish and deter criminal activity by depriving criminals of property used or acquired through illegal activities. Second, is to enhance *cooperation* among foreign, federal, state and local law enforcement agencies through the equitable sharing of assets recovered through this program. And finally, as a by-product, to produce *revenues* to enhance forfeitures and strengthen law enforcement.

The Department of Justice sought the authority in the 1984 crime bill to share federally forfeited property with state and local law enforcement agencies. As of May 1991, the Justice Department has transferred cash and property worth over **$700 million** to state and local law enforcement agencies throughout the nation under this program.

All participants must be vigilant in maintaining a high level of integrity in the program so it can continue to assist law enforcement for decades to come.

II. Use of Equitably Shared Cash and Tangible Property

Pursuant to the *Attorney General's Guidelines on Seized and Forfeited Property* (July 1990), all equitably shared cash and tangible property and any income from this property must be used for law enforcement purposes and must **supplement and not supplant** existing resources.

The Department of Justice has published *A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies* (December 1990), that sets forth the policies and requirements of the Department of Justice equitable sharing program.

An agency's Application for Transfer of Federally Forfeited Property (Form DAG-71) will be treated as a contract with the Department. Property transferred must be used for the law enforcement purpose stated. The recipient agency must advise the federal component approving the request of any change of intended use.

The Justice Department reserves the right to request additional information on the use of assets transferred to any agency participating in the sharing program.

III. Sample Bookkeeping Procedure

1. Establish a separate revenue account through your Department of Finance for the proceed from the disposition of forfeited assets. This account should also receive any interest incom generated by the funds. This account will be solely for the use of forfeited assets. No oth funds should be included in this account.

2. Maintain a log and copies of all DAG-71s forwarded to the Department of Justice. A consecutiv numbering system should be used for control purposes. The log should contain seizure typ (property or currency), and amount, amount or value of share requested, amount receive and date received.

3. Update the log when a check is received from the Department of Justice. The amount receive may differ from the amount requested.

4. Designate all checks as restrictive and have them endorsed by the responsible individua immediately upon receipt. (Example: "For Deposit Only to account _____"

5. Deposit all funds into revenue account on the date received or no later than the next busines day (See Attachment E).

6. Safeguard all checks received if not deposited on day received. Physically place checks in safe, locked cash box, locked drawer, or other secured place.

7. Establish an internal procedure to recommend expenditures from the revenue account. In many small agencies, the Chief of Police determines the purposes for which the funds are utilized. In larger agencies, committees have been formed to make recommendations for expenditures to the agency head (See Attachment G). The agency head must authorize all expenditures from the Asset Forfeiture revenue account.

8. In some jurisdictions, approval for expenditures must also be obtained from the governing body, such as a Town Council or City Manager's office.

9. Upon final approval, contracts or purchase orders may be issued to formally disburse deposited assets for goods or services.

10. Purchase orders and contracts are encumbered (definition: charge against account balance).

11. Maintain a record of all expenditures from the revenue account. These expenditures must be in accordance with the Department of Justice's *Attorney General's Guidelines on Seized and Forfeited Property* (July 1990).

12. Many agencies issue quarterly and yearly reports which detail the actual amounts and uses of the federal asset sharing funds and property within their jurisdictions (See Attachment H).

IV. Asset Forfeiture Accounting Procedures
Arlington County, Virginia

1. A separate revenue account, assigned by the Arlington County Department of Management and Finance, is maintained for the proceeds from the disposition of forfeited assets.

2. In each case an Application for Transfer of Federally Forfeited Property (DAG-71) is prepared by the Narcotics Section (See Attachment A).

3. The Commander of the Vice/Narcotics Section maintains a log of all DAG-71s forwarded to the Department of Justice (See Attachment B). Each case is given a consecutive number. Requested sharing percentages are noted as well as seizure type and amount, amount requested and received, and the date received.

4. The U.S. Department of Justice response to the DAG-71 is received in the Narcotics Section (See Attachment C).

5. The check is received by the Chief of Police and forwarded to the Narcotics Section along with an Equitable Sharing Memo (See Attachment D).

6. The Commander of the Narcotics Section updates the log of asset forfeiture cases by noting the amount of money received.

7. The Commander of the Narcotics Section prepares a Cash Receipt Input Form (See Attachment E) for deposit of the funds. The funds are then deposited into the account at the Arlington County Treasurer's Office. Revenues are then recorded in the Arlington County automated Local Government Financial System (LGFS).

8. Separate appropriations for the expenditure of funds, received from the disposition of forfeited assets, are approved by the Arlington County Board (See Attachment F). The Chief of Police authorizes the expenditure of these funds in accordance with federal guidelines. Like the revenues, expenditures of the funds are recorded in the Arlington County's automated LGFS.

9. The Commander of the Narcotics Section also prepares a financial statement which includes revenue, expenditures and encumbrances (See Attachment H).

Date: ☐☐ ☐☐

Investigative Agency:

Case Number: _____

U.S. Department of Justice

Application for Transfer of Federally Forfeit
(For Use By United States law Enforcement Agencies

For Federal Use Only

(For Additional Information — See Instruction

I.

Asset #:

Seizure Date:

Judicial District:

Case Type: Adoption ☐ Joint ☐ *Check One)*

- Ail assets transferred must be used enforcement purpose stated in the req
- Deadline for submission of this request days following the seizure.
- The requesting agency will be resp reimbursing the Federal Government i may be responsible, in a single-ass reimbursing the federal share.

II. Requesting Agency Name: _____

Address: _____

_____

NCIC Code: ☐☐☐☐☐☐☐☐☐☐☐

Contact Person: _____ Telephone Number: (____)

III. Asset Requested _____ ☐ Other assets in this case.

Property Description _____ Request Type

_____ ☐ Item ☐ Cash/Procees

IV. Specific Intended Law Enforcement Use:

☐ Salaries ☐ Purchase of Equipment ☐ Other *Please Explain)*: _____

☐ Purchase of Vehicles ☐ Place Into Official Use *(If other than Cash)*

V. Contribution *(If any answer to A thru E is yes, provide details in Part VI)* Yes

A. Did your agency originate the information leading to the seziure? ☐

B. Were any other assets seized under state law? ☐

C. Were extraordinary expenses incurred? ☐

D. Did your agency supply any unique or indispensable assistance? ☐

E. Are there any assets located in foreign countries associated with this case? ☐

F. How many hours were expended? _____ hours

VI. Additional space for detailed answers *(Indicate Part to which answer(s) apply)*

(If more space is required, use a separate sheet of paper and attach.) Attachment: ☐ Yes ☐ No

VII. Certifications:

A. The requester certifies that the avove information is true and accurate, that the property transferred will be used for the law enforcement purpose stated, and that all monies received pursuant to this request will be deposited and accounted for consistent with applicable state laws, regulations and orders. The requester agrees to report on the actual use of equitably tranferred property upon request. The requester agrees to pay fees and expenses necessary to effect transfer of title not later than the time of transfer. The requester understands that if it is unable to pay the necessary fees and expenses at the time of transfer, the asset will be sold and the maximum percent of net sale proceeds will be awarded in lieu of the asset.

_____ _____
Signature/Title Date

B. As legal counsel, I have reviewed this Application for Transfer of Federally Forfeited Property and I certify that the contact person identified in Part II has the authority to accept forfeited property and is the official to whom transfer documents and/or money should be delivered.

_____ _____
Signature/Title Date

Address: _____

_____

Telephone Number: (_____) _____

U.S. Department of Justice

Instructions for Completing Form DAG-71
Application for Transfer of Federally Forfeited Property
Bookkeeping Procedure

General Instructions

- Transfer of federally forfeited property is is governed by the Department of Justice *Attorney General's Guidelines on Seized anf Forfeited Property* (Guidelines).
- Requesting **state or local** law enforcement agency (Agency) head or designee must complete the DAG-71. (**Note:** Incomplete or inaccurate information is the most common cause of delay in processing.)
- For international transfer of federally forfeited property, contact the Asset Forfeiture Office, Criminal Division, Department of Justice, Washington, D.C.
- A **separate** DAG-71 must be completed for each asset (or proceeds) requested.
- The **deadline** for submitting the DAG-71 to the federal investigative agency processing the forfeiture (federal agency) is **60 days from the date of the last seizure in the case**. No DAG-71 will considered if submitted after the deadline.
- In a one-asset case where the Agency requests the tangible property is lieu of proceeds, the Agency must return costs and the appropriate federal equitable share to the United States. If the Agency is unable to return the costs and federal share, the property will be liquidated and the proceeds distributed proportionally. (Upon adequate justification, exceptions may be granted by the deciding official).

DAG-71

Part I: For federal use only. (**Note:** Asset Number refers to federal investigative agency case number or uniform identifier.)

Part II: Provide information requested. If **NCIC code** is not known, contact the federal agency responsible for processing this forfeiture. **Contact person** is the person who has authority to accept property and transfer documents, and/or money.

Part III: Provide as complete a property description as possible. Include serial or vehicle identification number. You must check either **"Item"** (if requesting the asset) or **"Cash/Proceeds"** (if requesting a percentage of the asset). Attach list of any other assets in this case.

By law, **percentage requested** must be based on the "degree of direct law enforcement effort by the state or local agency resulting in the forfeiture, taking into account the total value of all property forfeited and total law enforcement effort, including any related criminal prosecution with respect to the violation of law on which the forfeiture is based." (21 U.S.C. 881 (e)(3)).

Part IV: Indicate *specific* intended law enforcement purpose(s) for requested cash, proceeds or tangible property. Pursuant to the Guidelines, all property, including cash and proceeds, must be used for the specific law enforcement purpose(s) approved.

Part V: Answer all items A - F. If an answer to A thru E is yes, provide details in Block VI.

Part VI: Space for additional information.

Part VII: Agency head or his designee and appropriate legal office must certify that information provided in Blocks I - VI is true and accurate.

Attachment B (DAG-71 Log)

Number	Date	Agency	Percent Requested	Seizure Type	Seizure Amount	Amount Requested	Amount Received	Date Received
96	10-27-89	DEA	18.00	U.S. Currency	$ 4,067.00	$ 732.06	$ 508.37	01-08-90
97	10-27-89	DEA	80.00	U.S. Currency	10,081.95	8,065.56	8,065.56	01-08-90
98	10-27-89	DEA	90.00	U.S. Currency	2,129.00	1,916.10	PENDING	PENDING
99	11-03-89	DEA	18.00	U.S. Currency	11,000.00	1,980.00	PENDING	PENDING
100	11-03-89	DEA	18.00	U.S. Currency	5,430.00	977.40	PENDING	PENDING
101	11-03-89	DEA	18.00	U.S. Currency	11,630.00	2,093.40	PENDING	PENDING
102	11-03-89	DEA	18.00	U.S. Currency	3,994.00	718.92	PENDING	PENDING
103	**11-03-89**	**DEA**	**90.00**	**U.S. Currency**	**6,917.00**	**6,225.30**	**6,225.30**	**04-17-90**
104	11-20-89	DEA	12.50	U.S. Currency	20,104.00	2,513.00	PENDING	PENDING
105	11-09-89	DEA	20.00	U.S. Currency	2,783.70	556.74	556.74	11-09-89
106	12-22-89	DEA	12.50	U.S. Currency	6,443.00	805.38	PENDING	PENDING

NOTE: This attachment is a representative sample of the log which is maintained of all DAG-71's which are forwarded to the Justice Department by the Arlington, Virginia Police Department. Case example is highlighted.

Attachment C (Share Letter)

U.S. Department of Justice
Drug Enforcement Administration

Thomas M. Panther, Sergeant
Arlington County Police Department
2100 North 15th Street
Arlington, VA 22201

SEIZURE #: 69568 CASE #: GD900026
PROP: $6,917.00 UNITED STATES CURRENCY
ID #:
VALUE: $6917.00
SEIZURE DATE: 07 DEC 89
SEIZURE PLACE: ARLINGTON, VA
OWNER:
SEIZURE FROM: ROQUE ZUNIGA
JUDICIAL DIST: VIRGINIA EASTERN

DATE: FEB 15 1990

Dear Sergeant Panther:

This is in response to your request filed with the Drug Enforcement Administration (DEA) seeking equitable distribution of the above-described property to your agent pursuant to Section 309 of Public Law 98-473 (the Comprehensive Crime Control Act of 1984). The paragraphs checked below are to inform you of the disposition of your request:

Recommendations and Decisions

(XX) The property has been forfeited administratively by the DEA pursuant to Title 21, United States Code, Section 881 and the DEA is authorized to enter a final decision concerning equitable sharing.

( ) The property has been forfeited administratively; however, its value dictates that the sharing decision be made by the United States Department of Justice, and your sharing request, with the DEA's recommendation, has been referred to the department for consideration.

( ) The property is subject to litigation in the United States Courts, and the sharing request, with the DEA's recommendation, has been forwarded to the Department of Justice for consideration. After judicial forfeiture action has been completed, you will be contacted by the United States Marshals Service concerning the disposition of the property.

Property Transfers

( ) The sharing request has been granted. You will be contacted within 60 days by the United States Marshals Service (USMS) to arrange for the property transfer. If you do not hear from the USMS within 60 days, you should contact the United States Marshal in the judicial district noted in the above label.

( ) You must pay an outstanding lien in the amount of $ _____ before the property can be released. Proof of payment is required prior to release of the property. A copy of our letter to the lienholder is attached for your information.

SHARE-LTR (7/88) (Page 1 of 2)

Money Transfers

( ) Your agency will receive _____% of proceeds realized from the sale of the forfeited property.

( ) Your agency will receive _____% of proceeds realized from the sale of the forfeited property not to exceed $ _____

( ) Your agency will receive 85 % of the forfeited property.

Authority to distribute funds being shared has been delegated to the United States Marshals Service. Accordingly, this office is notifying the Headquarters Office of the United States Marshals Service National Asset Seizure and Forfeiture Program to process this request for equitable sharing to your agency. Payment should be forthcoming within 60 days.

Equitable Sharing Denial

( ) Your request cannot be honored because a petition has been received and a decision made to grant the relief sought by the petitioner. The property, therefore, is not available for government use or sharing.

( ) Your request cannot be honored because the nature of the property precludes its division between or among two or more federal or state/local agencies.

( ) Your request cannot be honored because the property is being put into official use by the United States Government.

( ) After careful review, a decision has been made not to honor your equitable sharing request.

( ) Your request cannot be honored as currently submitted. The Attorney General's Guidelines on Seized and Forfeited Property require that Item 3 of your DAG-71 contain a "specific" statement of intended law enforcement use. Your statement is nonspecific. You have 20 days from the receipt of this letter in which to submit an amended DAG-71.

You should be aware that any property transferred to your department must be utilized as a budget enhancement and not as a budget offset. If your department is awarded a vehicle, you must agree not to sell that vehicle. Your department is subject to audit by the Federal government concerning the actual use of all shared assets. If you have any questions on the share request process, please call FTS 367-8555 or 202-307-8555 and ask for the staff attorney responsible for your geographic area.

Sincerely,

Office of Chief Counsel
Asset Forfeiture Section

cc: DEA Offices:
D/O Washington, DC
R/O
CC Chron
Seizure File # 69568
Typist

United States Treasury 13-51 000

JUSTICE
U.S. MARSHAL
ALEXANDRIA, VIRGINIA

8183-00117205
Check No.

April 17, 1990

$6225and30/100

Pay to the order of Arlington County Police Department

VOID AFTER ONE YEAR

UNITED STATES MARSHAL

PURPOSE: GD90-0026

BY

⑈8183⑈ ⑆000000518⑆ 00117205⑈

Attachment E

Arlington County, Virginia
CASH RECEIPT INPUT FORM 103 No. 13 0424

ACTION ☑ Original Entry (E) ☐ Adjustment (M) | Date of Deposit 04/25/90 | Accounting Period 10 90 | Bank Account | Cash Account

Comments

FOR TREASURER'S USE ONLY

Line No.	fund	agency	activ	obj	sub obj	rev source	sub rev	bs acct	amount	INC DEC
1	001	220	2P92			724	02		$1,003.13	
	description DEA SEIZED ASSTS GD89X169									
2	001	220	2P92			724	02		$2,231.25	
	description DEA SEIZED ASSTS GD89X171									
3	001	220	2P92			724	02		$225.30	
	description DEA SEIZED ASSTS GD90 0026									
								TOTAL	$4,459.68	

JOHN KRINSHAK — PREPARED BY
ALICE 4101 — DEPARTMENT / EXT.
4.25.90 — DATE

NOTE: This is an internal form required for deposits into the Arlington financial system.

Attachment F

Arlington County, Virginia
Inter-Departmental Memorandum

June 11, 1990

TO: Mark Jinks, Director, Management and Finance
FROM: William K. Stover, Chief of Police
SUBJECT: Distribution of Appropriated Funds among the Expenditure Categories of the Police Department's FY 1990 Budget

At its regular Board meeting on March 24, 1990, the County Board appropriated, respectively, $119,533 from the Federal seized assets (001.721) to fund overtime and equipment costs and $15,875 from miscellaneous fee revenues (001.509) to reimburse for school events coverage, to the Police Department (001.220). The following distribution should be used for the transfer of the respective appropriated fund amounts to the indicated expenditure categories of the Police Department's FY 1990 expenditure budget:

a. The appropriation of $119,533 from Federal seized assets should be transferred (and, distributed) from Revenue (001.721) to the Police Department's FY 1990 expenditure budget as follows:

1. Personnel Expenditure Categories

Object Code	Accounting Distribution		Amount
0140-O/T Perm Full Time	00.1220-0140/2P92		$36,175
0502-Employer's Share Retirement	001.220-0502/2P92		$10,000
0505-Employer's Share-FICA	001.220-0505/2P92		$ 3,825
		Sub Total	$50,000

2. Non-Personnel Expenditure Categories

0271-Repair Buildings	001.220-0271/2P92		$ 8,250
0442-Operating Equipment	001.220-0442/2P92		$16,283
		Sub Total	$69,533
		Grand Total	$119,533

b. The appropriation of $15,875 from miscellaneous fee revenues should be transferred (and, distributed) from Revenue (001.509) to the Police Department's FY 1990 expenditure budget as follows:

Object Code	Accounting Distribution		Amount
0140-O/T Perm Full Time	00.1220-0140/2P30		$11,497
0502-Employer's Share Retirement	001.220-0502/2P30		$ 3,175
0505-Employer's Share-FICA	001.220-0505/2P30		$ 1,203
		Total	$15,875

Please inform the Police Department, providing a copy of transaction documentation, if feasible, when the requested transfer of funds has been accomplished.

Note: This is a request for expenditure of federally transferred funds.

Attachment G

SEIZED ASSETS COMMITTEE (Sample Organization)

The Seized Assets Committee is responsible for reviewing, monitoring and coordinating assets seized due to criminal activity resulting from an investigation involving this department and any federal agency.

Tasks:

- The committee chairman will receive a copy of the Application for Transfer of Federally Forefeited Property, Form DAG-71, from the commanding officer of the Vice/Narcotics Section when the original is submitted to the Legal Division.
  - — When the application has been approved by the Drug Enforcement Administration, the commanding officer of the Vice/Narcotics Section will immediately notify the committee chairman, in writing, to begin the committee's involvement in the forfeiture process.

- The committee chairman will:
  - — Maintain a file of all pending applications.
  - — Notify each committee member of the approved application(s).
  - — Request that each member promptly submit recommendations received from within his respective bureau/division for use of the funds.
  - — Notify the members of all recommendations submitted, prior to meeting.
  - — Convene a meeting when the funds received accumulate to $10,000.00, or a serious need for the money arises.

- The committee will:
  - — Discuss how the monies should be used and which bureau will receive the funds requested.
  - — Forward the recommendations to the chief of police for approval.

Composition:

Commanding Officer of the Planning and Budget Division — Chairman

Members:

Commanding Officer of the Administrative Services Bureau
Commanding Officer of the Crime Prevention Bureau
Commanding Officer of the Field Operations Bureau
Commanding Officer of the Technical Services Bureau
Commanding Officer of the Inspectional Services Division
Commanding Officer of the Legal Division

Attachment H

ARLINGTON COUNTY POLICE DEPARTMENT

Vice Control Section

FINANCIAL STATEMENT - 724.02 - 2P92

Fiscal Year 1990

June 30, 1990

REVENUE:		$208,558.30
Expenditures:	$128,205.21	
Encumbrances:	76,152.50	
Total:	204,357.71	204,357.71
BALANCE:		4,200.59

cc: Monthly Report File
Safe

B-2P92

NOTE: This attachment is a report of all revenues, expenditures and encumbrances for Fiscal Year 1990.

Attachment H

ARLINGTON COUNTY POLICE DEPARTMENT
VICE CONTROL SECTION

REVENUE LOG FY'90
724.02 - 2P92

June 30, 1990

Date	Source of Revenue	Rep. #	CRIF Number	Transactions Deposited	Transactions Total
7-1-89	Carryover FY'89			34,173.16	
7-21-89	DEA Seized Assets	GD88X031	13-0401	120.19	34,293.35
7-31-89	DEA Seized Assets	GD880119	13-0402	20,000.00	54,293.35
9-13-89	DEA Seized Assets	CT87-Z001	13-0403	$198.00	54,491.35
		CT87-Z001	13-0403	108.00	54,599.35
		CT85-0058	13-0403	1,460.00	56,059.35
9-13-89	DEA Seized Money	CT85-0058	13-0403	216.00	56,275.35
		CT85-0058	13-0403	49.00	56,324.35
9-13-89	DEA Seized Money	?	13-0403	9,427.50	65,751.85
9-13-89	DEA Seized Money	GD89-0065	13-0404	2,700.00	68,451.85
9-13-89	DEA Seized Money	GD87-0154	13-0404	316.60	68,768.45
9-13-89	DEA Seized Money	GD89-0061	13-0404	1,005.30	69,773.75
9-13-89	DEA Seized Money	GD89-0069	13-0405	1,134.90	70,908.65
9-13-89	DEA Seized Money	GD89-0062	13-0405	1,179.90	72,088.55
9-13-89	DEA Seized Money	GD89-0068	13-0405	1,749.60	73,838.15
9-13-89	DEA Seized Money	GD89-0058	13-0406	2,341.80	76,179.95
9-13-89	DEA Seized Money	GD89-0066	13-0406	14,643.68	90,823.63
9-18-89	DEA Seized Money	GD87-0124	13-0406	21,071.70	111,895.33
9-18-89	DEA Seized Money	GD89-X116	13-0407	4,230.00	116,125.33
10-9-89	DEA Seized Assets	15X5042	13-0407	6,000.00	122,125.33
10-9-89	DEA Seized Assets	GD87-0122	13-0408	5,715.00	127,840.33
10-9-89	DEA Seized Assets	GD87-0121	13-0408	4,754.70	132,595.03
10-9-89	DEA Seized Assets	GD89-0059	13-0408	1,479.60	134,074.63
10-9-89	DEA Seized Assets	GD89-0063	13-0409	2,430.00	136,504.63
10-11-89	DEA Seized Assets	GD89-X105	13-0409	720.00	137,224.63
11-21-89	DEA Seized Money	CJ89-0070	13-0409	8,099.19	145,323.82
11-21-89	DEA Seized Money	GD88-X086	13-0410	8,326.40	153,650.22
		GD88-X096	13-0410	297.00	153,947.22

Attachment H

11-21-89	DEA Seized Money	Rusher	13-0410	556.74	154,503.96
12-19-89	DEA Seized Money	GD89-0064	13-0412	904.50	155,408.46
12-19-89	DEA Seized Money	GD89-X184	13-0412	539.13	155,947.59
12-19-89	DEA Seized Money	GD89-X203	13-0412	2,382.37	158,329.96
12-19-89	DEA Seized Assets	GD89-X225	13-0413	419.50	158,749.46
12-19-89	DEA Seized Assets	GD89-X163	13-0413	7,831.25	166,580.71
12-19-89	DEA Seized Assets	GD89-X034	13-0413	522.00	167,102.71
12-19-89	DEA Seized Assets	GD89-X052	13-0415	201.60	167,304.31
2-20-90	DEA Seized Assets	GD89-0094	13-0416	295.38	167,599.69
3-2-90	DEA Seized Assets	GD90-0021	13-0420	8,065.56	175,665.25
3-2-90	DEA Seized Assets	GD90-X002	13-0420	508.37	176,173.62
3-27-90	DEA Seized Assets	GD90-003	13-0421	900.00	177,073.62
3-27-90	DEA Seized Assets	GD88-X027	13-0421	170.00	177,243.62
3-27-90	DEA Seized Assets	GD88-X096	13-0421	131.76	177,375.38
4-13-90	DEA Seized Assets	GD890108	13-0422	3,728.70	181,104.08
4-25-90	DEA Seized Assets	GD89X106	13-0423	1,620.00	182,724.08
4-25-90	DEA Seized Assets	GD89X108	13-0423	810.00	183,534.08
4-25-90	DEA Seized Assets	GD89X168	13-0423	287.50	183,821.58
4-25-90	DEA Seized Assets	GD89X169	13-0424	1,003.13	184,824.71
4-25-90	DEA Seized Assets	GD89X171	13-0424	2,231.25	187,055.96
4-25-90	DEA Seized Assets	GD90-0026	13-0424	6,225.30	193,281.26
5-1-90	DEA Seized Assets	CT87Z001	13-0425	412.60	193,693.86
5-7-90	DEA Seized Assets	CT850058	13-0425	3,774.00	197,467.86
5-17-90	DEA Seized Assets	GD88-0111	13-0425	8,892.00	206,359.86
5-17-90	Customs Seized Assets	DC13C59DC006	13-0426	360.00	206,719.86
6-1-90	DEA Seized Assets	CT85-0058	13-0428	1,838.44	208,558.30

Attachment H

(Log of All Actual Expenses Paid for with Equitable Sharing Funds)

ARLINGTON COUNTY POLICE DEPARTMENT

VICE CONTROL SECTION

EXPENDITURE LOG FY'90

724.02 - 2P92

June 30, 1990

Date of Entry	Vendor	Item	Documentation P.O. Ref #	Documentation Voucher Date	Transactions Obj. Code	Transactions Cost	Total
6-13-89	Trans. Tech.	Vehicle Storage	90-8	6-13-89	2P92/0240	2,640.00	$2,640.00
5-31-89	Microland, Inc.	Personal Computers	-	5-25-89	2P92/0440	7,096.42	9,736.42
5-31-89	Microland, Inc.	Parts for P.C.'s	-	5-25-89	2P92/0440	1,667.29	11,403.71
5-10-89	J.S.I. Telecom	Pen Register	89-236	5-10-89	2P92/0442	7,930.00	19,333.71
9-15-89	Radio Shack	MCD Cassette Recorders	90-95	9-16-89	2P92/0342	269.70	19,603.41
9-26-89	E.A. Holsten Inc.	Refrigerators	90-109	9-26-89	2P92/	1,822.72	21,426.13
9-20-89	Best Barricade	Barricades	90-232	12-18-89	2P92/0342	678.17	22,104.30
9-20-89	Progressive Apparel	Ballistic Vests	90-107	9-20-89	2P92/	6,434.68	28,538.98
10-3-89	Bell Helmets	Tactical Helmets	90-124	10-3-89	2P92/	2,238.27	30,777.25
10-20-89	Kardex Systems	Filing Cabinet	90-159	10-20-89	2P92/440	7,551.25	38,328.50
11-17-89	Falls Camera	14 Polaroids 8 Auto Flash	90-190	11-17-89	2P92/342	1,691.22	40,019.72
11-15-89	Radio Shack	MCD Cassette Recorders	90-187	11-15-89	2P92/	284.70	40,304.42
11-28-89	Esmet Inc.	Weapon Racks	90-201	11-28-89	2P92/0342	1,393.20	41,697.62
2-28-90	Seltronics	Equipment Racks	90-252	1-9-90	2P92/0442	849.47P	42,547.09
3-18-90	Seltronics	Equipment Racks	90-252	1-9-90	2P92/0442	151.49	42,698.58
3-21-90	C.T.L.	Equipment Racks	90-251	1-9-90	2P92/0442	1,926.54	44,625.12
3-19-89	C.T.L.	Pro Copying VHS	90-250	1-9-90	2P92/0442	3,370.95P	47,996.07
4-14-90	C.T.L.	Pro Copying VHS	90-250	1-9-90	2P92/0442	49.50F	48,045.57
3-17-90	Franks Engraving	Dept. Pens	90-255	1-11-90	2P92/0340	962.75	49,008.32
3-17-90	Entre Computer Center	3 Laser Printers	90-273	2-9-90	2P92/0440	3,161.34	52,169.66
3-30-90	Glock, Inc.	Glock 9mm's	90-277	2-21-90	2P92/0442	55,033.85	107,203.51
10-4-89	Southern Police Equipment	Flashlights	90-127	10-4-89	2P92/0342	3,350.25	110,553.76
6-30-90	Taylor-Parker, Inc.	Face Masks, Air Supply Hoses	90-302	3-19-90	2P92/0442	2,393.30	112,947.06
6-30-90	Fischer Scientific Co.	Explosion Proof Steel Blowers/Hoods	90-287	3-7-90	2P92/0442	1,248.00	114,195.06

Attachment H

6-30-90	Fischer Scientific Co.	Explosion Proof Steel Blowers/Hoods	90-287	3-7-90	2P92/0442	2,607.55	116,802.61
7-11-90	Tidewater Police Sportsman Supplies	Glock Holsters	90-276	4-29-90	2P92/0360	4,800.07	121,602.68
7-11-90	Tidewater Police Sportsman Supplies	Glock Holsters	90-276	5-18-90	2P92/0360	1,652.78	123,255.46
7-11-90	Tidewater Police Sportsman Supplies	Glock Holsters	90-276	6-12-90	2P92/0360	2,140.16	125,395.62
7-11-90	Tidewater Police Sportsman Supplies	Glock Holsters	90-276	7-10-90	2P92/0360	2,809.59	128,205.21

Attachment H

ARLINGTON COUNTY POLICE DEPARTMENT

VICE CONTROL SECTION

ENCUMBRANCES FY'90

724.02 - 2P92

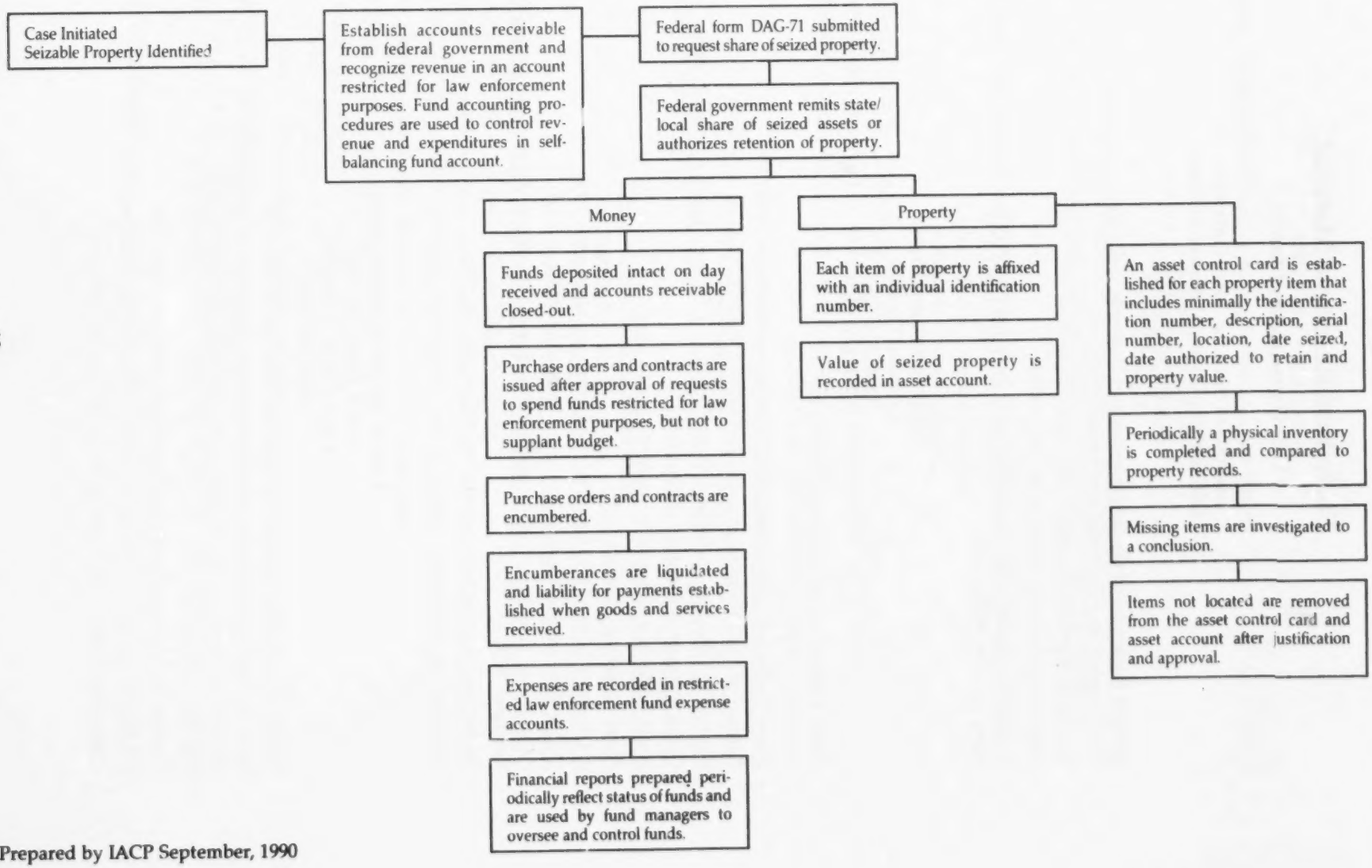
June 30, 1990

Date of Approval	Vendor	Item	Documentation P.O. Ref #	Documentation Voucher Date	Transactions Obj. Code	Transactions Est. Cost	Total
9-22-89	Falls Camera	Cameras, et al	90-106	9-22-89	2P92	833.38	833.38
9-25-89	Abbey Carpet	Carpet	90-108	9-25-89	2P92	1,003.65	1,837.03
11-17-89	Falls Camera	Binoculars (3) 8 Auto Flash	90-191	11-17-89	2P92/342	285.00	2,122.03
12-4-89	Dynatech	Transmitter	90-254	1-11-90	2P92	2,160.00	4,282.03
9-15-89	R&R Cycle	Battering Rams	90-96	9-18-90	2P92	600.00	4,882.03
1-9-90	Dynatech	Rack Mount Receiver	90-249	1-9-90	2P92	1,500.00	6,382.03
12-1-89	Baltimore Stationary	3-5 Drawer Card Files	90-218	12-1-89	2P92/0440	1,475.91	7,857.94
12-5-89	Danho Home Imp.	Modify Counter Cab.	90-55	12-6-89	2P92/271	1,885.00	9,742.94
11-28-89	V.H. Blackington	Badges	90-201A	11-28-89	2P92/0360	10,920.00	20,662.94
6-7-90	D & D Contractors Inc.	Labor-Renovations at Yard/Cutting Hole in Deck	P.O. # 003498		2P92/0271	686.75	21,349.69
6-2-90	Capital Boiler Works, Inc.	Labor-Renovations at Yard/Plumbing	P.O. # 003796		2P92/0271	2,828.95	24,178.64
5-21-90	Laughlin Electric	Electrical Services at Yard	P.O. # 002302F		2P92	1,973.86	26,152.50
6-11-90	Arlington County	Overtime Exp. Credit	-	-	-	50,000.00	76,152.50

Attachment I

Federal Asset Forfeiture Program
Control of Money and Property Flow Chart

Purpose: This chart depicts key accounting steps for use in controlling and safeguarding forfeited monies and properties transferred to state and local law enforcement agencies under the Federal Asset Forfeiture Program.


Case Initiated
Seizable Property Identified
Establish accounts receivable from federal government and recognize revenue in an account restricted for law enforcement purposes. Fund accounting procedures are used to control revenue and expenditures in self-balancing fund account.
Federal form DAG-71 submitted to request share of seized property.
Federal government remits state/local share of seized assets or authorizes retention of property.
Money
Funds deposited intact on day received and accounts receivable closed-out.
Purchase orders and contracts are issued after approval of requests to spend funds restricted for law enforcement purposes, but not to supplant budget.
Purchase orders and contracts are encumbered.
Encumberances are liquidated and liability for payments established when goods and services received.
Expenses are recorded in restricted law enforcement fund expense accounts.
Financial reports prepared periodically reflect status of funds and are used by fund managers to oversee and control funds.
Property
Each item of property is affixed with an individual identification number.
Value of seized property is recorded in asset account.
An asset control card is established for each property item that includes minimally the identification number, description, serial number, location, date seized, date authorized to retain and property value.
Periodically a physical inventory is completed and compared to property records.
Missing items are investigated to a conclusion.
Items not located are removed from the asset control card and asset account after justification and approval.

Prepared by IACP September, 1990

Forfeiture Resource Material

U.S. Department of Justice

Executive Office for Asset Forfeiture
Office of the Deputy Attorney General
(202) 514-1149
FTS 368-1149

Federal Forfeiture of the Instruments and Proceeds of Crime: The Program in a Nutshell, September 1990

Equitable Sharing Program (video tape), June 1990

Preseizure Planning (video tape), June 1990

A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies, December 1990

Asset Forfeiture Office
Criminal Division
(202) 514-1263
FTS 368-1263

Asset Forfeiture: Law, Practice, and Policy
Revised October 1987, June 1988, and February 1990

Asset Forfeiture: Compilation of Civil Statutes, September 1987

Forms For Civil Forfeiture, Asset Forfeiture Litigation Manual, July 1989

Forms For Criminal Forfeiture, Asset Forfeiture Litigation Manual, August 1989

Quick Release (A monthly publication)

Asset Forfeiture News (A bi-monthly publication)

Asset Forfeiture Contact List

A Guide to Sales of Property Prior to Forfeiture, November 1990

Quick Reference to Federal Forfeiture Procedures, March 1991

Glossary of Forfeiture Terms for the Non-Lawyer in the Federal Asset Forfeiture Program, February 1991

An Introduction to International Forfeiture, March 1991

Compilation of Selected Federal Asset Forfeiture Statutes, April 1991

Federal Bureau of Investigation
Legal Forfeiture Unit
Legal Counsel Division
(202) 393-6858

Forfeiture and Abandoned Property Manual, September 1987

Facts on Petitions (Petitions for Remission or Mitigation of Forfeiture), Revised July 1990

Seizures of Currency for Forfeiture Purposes Under Title 21, U.S.C., Section 881, Revised September 1990

Outline of Forfeiture Law and Procedures, Revised May 1991

Forfeiture Law and Procedures for the FBI Supervisor, Revised May 1991

Principles of Equitable Sharing, Revised October 1990

Drug Enforcement Administration
Office of Chief Counsel
(202)307-8555

Drug Agents' Guide to Forfeiture of Assets, revised August 1990

U.S. Marshals Service
Seized Assets Division
(703) 307-9221

The Seized Asset Management Handbook, 1985, revised October 1990

National Asset Seizure and Forfeiture Program, Taking the Profit Out of Crime (1989)

Other Sources

U.S. Department of Treasury
United States Customs Service
Office of Chief Counsel
(202) 566-8195

Law Course for Customs Officers, June 1988

Asset Sharing with State and Local Law Enforcement, October 1987

U.S. Customs Handbook on the Anti-Drug Abuse Act of 1988

United States Postal Inspection Service
Forfeiture Branch
(202) 268-5476

The Forfeiture Manual, November 1990

Police Executive Research Forum
2300 M St. NW Suite 910
Washington, DC 20037
(202) 466-7820

Civil Forfeiture: Tracing the Proceeds of Narcotics Trafficking

Public Record and Other Information on Hidden Assets

The Management of Disposition of Seized Assets

Financial Search Warrants

Disclosing Hidden Assets: Plea Bargains and Use of the Polygraph

Tracing Money Flows Through Financial Institutions

Uncovering Assets Laundered Through a Business

Starting Forfeiture Programs: A Prosecutor's Guide

Developing Plans to Attack Drug Trafficker's Assets

Profile Factors After Sokolow

Tracking Drug Proceeds: Bank Secrecy Act Reports

Illegal Money Laundering: A Strategy and Resource Guide for Law Enforcement Agencies (cost $15.00)

Asset Forfeiture Bulletin

* U.S. Government Printing Office : 1991 - 282-078/54302